

ATTACHMENT A

**AFFIDAVIT AND CERTIFICATE OF COMPLIANCE
REGARDING EQUAL EMPLOYMENT OPPORTUNITY
CONTRACT NO. _____**

STATE OF Washington)
) ss.
COUNTY OF King)

The undersigned, being first duly sworn, on oath states to King County, on behalf of the vendor, as follows:

- A. This Sworn Statement Regarding Equal Employment Opportunity constitutes the vendor's plan of affirmative action to be followed in the event a contract is awarded to the vendor to ensure equal opportunity in employment is afforded by the vendor and the vendor's subcontractors while providing specific materials and supplies or consulting or construction services for King County.
- B. The vendor agrees that submission of the Sworn Statement constitutes an acknowledgment of the equal employment opportunity requirements as set forth in King County Ordinance 11992, as amended, which provisions are incorporated herein by this reference.
- C. The vendor hereby designates the following as the person who has been charged by the vendor with the responsibility for carrying out the reporting the vendor's compliance with this plan of affirmative action:
- _____
Name
- _____
Title
- D. The vendor gives assurance that this plan of affirmative action will be communicated to supervisors and other employees of the vendor.
- E. The vendor assures that new hires will include minorities, women and persons with disabilities.
- F. The vendor assures that it will proceed in good faith and make every reasonable effort to comply with the employment goals established in the King County Code and as provided in the contract specifications.
- G. The vendor assures that it shall correct deficiencies of under-represented persons at all levels of the workforce by considering under-represented persons to fill new hire or rehire positions.
- H. The vendor assures that it will make continuing effort to recruit minorities, women and persons with disabilities, and to advertise employment opportunities in a way which will effectively reach minorities, women and persons with disabilities.
- I. The vendor assures that it will communicate to subcontractors and labor unions its affirmative action obligations. As evidence of the communication required by the King County Code, the vendor provides the following:
- Signed statement from union regarding equal employment opportunity
 - Signed statement from employee referral agency regarding equal employment opportunity
 - Subcontractor Affidavit(s) and Certificate(s) of Compliance Regarding Equal Employment Opportunity
 - Signed statement from subcontractor union regarding equal employment opportunity
 - Signed statement from subcontractor employee referral agency regarding equal employment opportunity
- J. The vendor agrees that it will not discriminate against any employee or applicant for employment because of religion, color, race, sex, sexual orientation, age, national origin, or the presence of any sensory, mental or physical disability, nor tolerate harassment based on any of these categories,

unless based upon a bona fide occupational qualification. The vendor will take affirmative action to ensure that applicants and employees are treated, without regard to their creed, color, race, religion, sex, sexual orientation, age, national origin, or the presence of such disability. Such affirmative action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeships. The vendor agrees to post in conspicuous places available to employees and applicants for employment notices setting forth the provisions of this nondiscrimination clause.

Name of Firm: _____

By: _____

ATTACHMENT B

**SWORN STATEMENT REGARDING DISADVANTAGED BUSINESS ENTERPRISE SOLICITATION AND
UTILIZATION COMMITMENT**

CONTRACT NO. _____

The undersigned, represents on behalf of _____ (hereinafter called the "Contractor") as follows:

- A. The Contractor hereby designates:

Name: _____

Title: _____

Address: _____ Phone No.: _____

as the person who has been charged by the Contractor with the responsibility for carrying out and reporting the Contractor's compliance with DBE program requirements.

- B. The Contractor affirms that all documentation submitted herewith is true and accurate.
- C. The Contractor has identified and contacted DBEs and has received responses.
- D. The Contractor understands that as a prerequisite to contract execution, the Contractor will produce letters of intent or subcontract agreements substantially consistent with the commitments identified in the Proposal.
- E. The names of all participants (prime, joint venture agreements and subcontractors) to which the Contractor plans to award subcontracts, and the percentage of such subcontracts are as follows:

<u>Firm</u>	<u>Certified Status</u>	<u>Description of Work</u>	<u>% of Project</u>
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TOTAL COMMITMENT - % of Disadvantaged Business Enterprise Participation: %

Name of Contractor

By: _____

Title: _____

ATTACHMENT C

CURRENT OR FORMER EMPLOYEE DISCLOSURE FORM

(Submit to the Contract Administrator only when applicable)

1. Identify current or former employees of the Agencies, or former employees of the Municipality of Metropolitan Seattle ("Metro") involved in the preparation of the Contractor's Proposal or the anticipated performance of the work or services to be provided on this Contract.

Name of current or former Employee: _____

Name of Agency employed by: _____

Date of Last Employment with the Agency: _____

2. The Contractor is responsible for notifying the Contract Administrator of current or former employees who become involved in the contract any time during the term of the Contract:

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT D
CERTIFICATION REGARDING LOBBYING

The undersigned ("Proposer") certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government-wide Guidance for New Restrictions on Lobbying", 61 Fed. Reg. 1413 (1/19/96)].

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subcontractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. §1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the undersigned understands and agrees that the provisions of 31 U.S.C. §3801 *et seq.* apply to this certification and disclosure, if any.

_____ Signature of Proposer's authorized official	_____ Name of Proposer
_____ Title of Proposer's authorized official	_____ Address of Proposer
_____ Date certification signed	_____ City State Zip

ATTACHMENT E
DISCLOSURE FORM TO REPORT LOBBYING
DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S. C. 1352
(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For material change only: year _____ quarter _____ Date of last report: _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Entity (If individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (Last name, First name, MI):	
11. Amount of Payment (check all that apply):	13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____	
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in kind; specify: nature _____ value _____		
14. Brief Description of Services Performed or to be Performed and date(s) of service, including officer(s), employee(s), or member(s) contacted, for payment indicated in Item 11: <div style="text-align: center;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</div>		
15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by title 31 USC § 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 USC § 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No: _____ Date: _____	

ATTACHMENT E

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing to title 31 USC section 1352. The filing of a form is required for each payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subaward of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the Federal action identified in item 1 - (e.g., Request for Proposal (RFP) number, Invitation for Proposal (RFP) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10.
 - (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
 - (b) Enter the full name, of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the amount of box(es). Check all boxes that apply. If payment is made through in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not an SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

ATTACHMENT F
BUY AMERICA CERTIFICATE

Pursuant to Subsection 5.I-5, the Proposer shall complete and submit this Buy America Certificate with its Proposal under this Request for Proposals.

CERTIFICATE OF COMPLIANCE WITH 49 U.S.C. §5323(j)(1)

The Proposer hereby certifies that it will comply with the requirements of 49 U.S.C. §5323(j)(1) and the applicable regulations in 49 CFR Part 661.

Date: _____

Signature: _____

Company Name: _____

Title: _____

OR

CERTIFICATE OF NON-COMPLIANCE WITH 49 U.S.C. §5323(j)(1)

The Proposer hereby certifies that it cannot comply with the requirements of 49 U.S.C. §5323(j)(1), but it may qualify for an exception to the requirement pursuant to 49 U.S.C. §5323(j)(2)(B) or (j)(2)(D) and applicable regulations in 49 CFR §661.

Date: _____

Signature: _____

Company Name: _____

Title: _____

ATTACHMENT G

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER INELIGIBILITY AND VOLUNTARY EXCLUSION -
LOWER-TIER COVERED TRANSACTIONS**

The Lower-Tier Participant (potential sub-grantee or sub-recipient under a Federal Transit Administration (FTA) project, potential third-party Contractor, or potential subcontractor under a major third-party contract), _____ certifies, by submission of this Proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

The Lower-Tier Participant will not knowingly enter into any lower-tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

The prospective Lower-Tier Participant agrees by submitting this proposal that it will include this requirement in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.

If the Lower-Tier Participant (potential sub-grantee or sub-recipient under an FTA project, potential third-party Contractor, or potential subcontractor under a major third-party contract) is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this Proposal.

THE LOWER-TIER PARTICIPANT (POTENTIAL SUB-GRANTEE OR SUB-AGREEMENT UNDER AN FTA PROJECT, POTENTIAL THIRD-PARTY CONTRACTOR, OR POTENTIAL SUBCONTRACTOR UNDER A MAJOR THIRD-PARTY CONTRACT) CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF THE CONTENTS OF THE STATEMENTS SUBMITTED ON OR WITH THIS CERTIFICATION AND UNDERSTAND THAT THE PROVISIONS OF 31 USC SECTIONS 3801, *ET SEQ.*, ARE APPLICABLE THERETO.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT H

Project Design, Development and Implementation Schedule

The Contractor shall provide a Project Design, Development and Implementation Schedule per the attached document entitled "Attachment H.pdf"